

CLASSIFICATION: FINANCIAL REPORTING ADMINISTRATOR II

Class Code: 4422-34

Date Established: 09-16-91

Occupational Code: 7-2-6

Date of Last Revision: 06-19-14

Exempt Status: Exempt

BASIC PURPOSE: To authorize and evaluate the implementation of a statewide uniform fund accounting and financial reporting system in accordance with national financial reporting practices.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Evaluates the state's general ledger accounting system and recommends developments in compliance with recognized accounting practices.
- Directs the reconciliation of fund and accounting balances with statewide payroll records.
- Plans, coordinates, and administers the activities of the fund accounting unit and supervises the journalizing of and the posting to the General Ledger of all financial transactions of the state.
- Conducts a continuing review of state agency accounting requirements for federal reporting and develops accounting systems to satisfy their requirements.
- Authorizes the publication of the annual Financial Report of the State, as well as interim financial reports required by national financial reporting practices.
- Reviews the timely receipt and reporting of revenues due the state from federal and local government.
- Prepares specialized financial reports and analyses as required or requested by the Comptroller, Governor and Legislative committees.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of systemwide programs or services as well as long-term adverse impact on agency image and the future success of organizational operations.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees and approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

FOR NON-CPA'S:

Education: Bachelor's degree from a recognized college or university with a major study in accounting, business administration, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Eight years' experience in financial accounting in either a private company or a government agency, at least two years of which shall have been at the level of Financial Reporting Administrator I or in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience. Experience shall include, but not be limited to, responsibility for compiling financial statements with related note disclosures and maintaining general ledgers, including preparing entries and reconciliations, preparing audit schedules, and exposure to auditing.

OR

FOR CPA'S:

Education: Certified Public Accountant (C.P.A.) current certificate with Bachelor's degree in accounting, business administration, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience in financial accounting in either a private company or a government agency, including, but not limited to, responsibility for compiling financial statements with related note disclosures and maintaining general ledgers, including preparing entries and reconciliations, preparing audit schedules, and exposure to auditing.

License/Certification: None required other than what is noted in minimum qualifications above.

RECOMMENDED WORK TRAITS: Knowledge of accounting principles and practices relative to fund accounting. Knowledge of the principles of public fiscal administration including budgeting and reporting. Working knowledge of spreadsheets and of the capabilities of electronic and automated data processing equipment relative to accounting practices. Ability to plan, assign, review, and supervise the work of a staff of professional and non-professional members. Ability to evaluate, develop, and institute new accounting practices. Ability to train and provide guidance to professional accounts. Ability to write clear and concise procedural manuals in accounting tasks. Ability to establish and maintain harmonious relationships with other employees, State department heads and officials, members of Executive and Legislative committees, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.